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# METS/GS Directive

Number: METS/GS-03

Materials Engineering and Testing Services  
and Geotechnical Services

Effective Date: January 31, 2013

Title: **METS Guidelines for Projects Administered by External Implementing Agencies on the State Highway System**

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## BACKGROUND

Changes in funding due to legislation have resulted in funds being allocated more frequently to transportation agencies other than Caltrans. These agencies are with increasing frequency choosing to perform construction administration themselves. Deputy Directive 90 *Funding of Quality Management Work on State Highway Projects* outlines the quality management work that Caltrans will perform for projects on or proposed for the State Highway System (SHS). Quality assurance and quality verification work performed by METS are impacted by these changes.

## DIRECTIVE

METS will no longer provide laboratory testing or source inspection services for construction projects administered by external implementing agencies on the SHS. For projects advertised, awarded and administered by external implementing agencies, source inspection will be performed by that agency and Caltrans serves in an oversight capacity.

## PURPOSE

When external implementing agencies administer a project on the SHS, they are fully responsible for verification activities and acceptance of the material for the project. For these projects, Caltrans takes on an oversight role in which METS staff no longer sample, test, or inspect materials specific to these projects. Instead, METS provides oversight of the external implementing agency's source inspection quality assurance program.

Any specialty testing that METS will provide shall be specifically identified in the Project Cooperative Agreement.

This Directive ensures that project risk is allocated to the responsible parties, and aligns METS role with the responsibilities of other Department units.

The *METS IQA and Oversight Guidelines for Projects Administered by External Implementing Agencies on the State Highway System* (available at <http://onramp.dot.ca.gov/hq/des/Mets/>) is the new METS guide for Independent Quality Assurance (IQA) and oversight procedures of external implementing agencies. This document provides METS staff with guidance to ensure that external implementing agencies have an adequate Source Inspection Quality Management Plan (SIQMP), how to oversee execution of the approved SIQMP, and how to identify the role of METS in these projects.

## DEFINITIONS

Implementing Agency is the entity that performs, advertises, awards and administers (AAA) a construction contract on the State Highway System.

External Implementing Agency is a transportation agency other than Caltrans that AAAs a construction contract on the State Highway System.

Independent Quality Assurance (IQA) are oversight activities performed by Caltrans to ensure that work performed by the implementing agency is being performed in accordance with approved quality management plans.

Source Inspection(s) are the activities performed by an Implementing Agency to determine the acceptance of materials prior to arrival at the construction site. These activities may include verification sampling, testing and inspection.

## **RESPONSIBILITIES**

### METS/GS Deputy Division Chief

Ensures all METS/GS managers and supervisors are aware of this Directive and any revisions to this Directive. Acts as the State Materials Engineer and has the authority to modify Cooperative Agreements. Only the State Materials Engineer or his designees may enter into Cooperative Agreements, modify existing Cooperative Agreements, and approve SIQMPs.

### METS Managers

Ensures all METS employees are aware of this Directive and any revisions to this Directive. Monitors and assesses the need for any necessary changes to the guidelines and reviews feedback provided by the Materials Administrator.

### METS Supervisors

Ensures all METS employees are aware of this Directive and any revisions to this Directive. Confirms the requirement for specialty testing per the Cooperative Agreement prior to deploying any specialty testing. Ensures that staff are working only on appropriately authorized work. Participates with Managers in the review of feedback provided by the Materials Administrator

### METS Materials Administrator ([materialsadministratormets@dot.ca.gov](mailto:materialsadministratormets@dot.ca.gov))

Will monitor and gather feedback on issues and proposed changes to SIQMP guidance material. The Materials Administrator will also generate a quarterly report to Managers and Supervisors consolidating and highlighting issues.

### METS Staff

Ensure compliance with all requirements of this Directive. Testing and dispatching personnel are responsible for checking the METS Intranet website <http://onramp.dot.ca.gov/hq/des/Mets/> to verify METS service level. Staff are responsible for seeking supervisor approval prior to specialty testing work. Provide feedback to the Materials Administrator as issues are identified.

### METS Oversight Structural Materials Representative (OSMR)

OSMR is responsible for coordinating METS activities for all projects by external implementing agencies within their geographic area. The OSMR also determines status of projects, and updates the database.

## **APPROVED**



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Materials Engineering and Testing Services  
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1-30-13

Date